

# **Community Development Block Grant Program**

## **Project Proposal**

### Public Facilities Program

*Note: Before Completing, make sure you have the most recent application by going to our web site at: <http://commerce.wi.gov/CD/CD-bef-cdbg-pf.html> and click on **Bulletin**.*



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**This document is also available on our web page at:**

**<http://commerce.wi.gov/CD/CD-bcf-cdbg-pf.html>**

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## INSTRUCTIONAL MATERIALS

### I. GENERAL INFORMATION

#### A. Purpose

The Public Facilities program provides public facility grants to small communities throughout Wisconsin that do not receive an annual entitlement directly from the U.S. Department of Housing and Urban Development (HUD). Projects receiving a grant must meet at least one of three National Objectives.

They are:

1. Elimination of Slum and Blight conditions;
2. Benefit to areas or persons of predominately Low- and Moderate-Income (LMI); or
3. Alleviate conditions of Urgent Local Need (ULN).

The State of Wisconsin administers this program for the federal government. The program is governed and must comply with federal regulations as well as the State Administrative Code rules governing State program administration.

#### B. Eligible Applicants

Eligible applicants are counties, cities, villages, and towns that do not participate in the HUD entitlement program for cities (with the populations over 50,000). An eligible government may pass the funds to a quasi-public entity under certain conditions. For example, a town may apply for work to be done in a sanitary district and pass the funds to the sanitary district to pay for the work. Please contact a Project Representative to determine the eligibility of such projects. Applicants are limited to one grant per 12-month period.

#### C. Eligible Activities

Eligible activities include: installation or repair of public utilities including street repair and storm sewer systems; water systems; public buildings for the benefit of community residents; publicly owned telecommunication systems; acquisition of real property and occupant relocation for public purposes, demolition and clearance; handicap access improvements; main street improvements; and reasonable costs of administering the program. This is not an exclusive list and we encourage you to discuss activities not listed above with staff. Activities that are coordinated with other development activities taking place in the community and that enhance the prospects of community and economic development growth are preferred over stand-alone projects.

#### D. Joint Applications

Joint applications may be undertaken if solving a shared problem requires mutual action. Joint applications are encouraged when the result is a more cost-effective solution to a common problem. Written cooperative agreements must be submitted with a joint application. One of the units of government in a joint application must be designated in the agreement as the responsible unit for administrative purposes, including preparing the application and contract execution. Please contact Project Representative if you are considering a joint application.

#### E. Project Proposal Document

The Project Proposal determines applicant and project eligibility and evaluates project need. Information in the Project Proposal is used to determine Department participation in the project. A public facilities project may include only one specific project, unless you can clearly demonstrate that the projects are interrelated.

#### F. Final Application

The Final Application documents project need, commitment of matching funds (leveraging), and compliance with federal requirements.

#### G. Maximum Grant

The maximum grant for a public facilities project is \$750,000. The maximum grant amount is rarely awarded due to limited funds. Awards are based on demand for funds, local affordability, and the most cost-effective solutions to the problem. Grants for planning are limited to \$25,000 and applications must

be submitted separately. Contact the Program Assistant, 608/266-8934, to request Planning Grant application materials.

#### H. Prior Grant Performance

Prior grant recipients must complete the following prior to submission of the Project Proposal:

- Recipients of 2003 CDBG grants must have completed and closed out their grants.
- Recipients of 2004 grants must have accomplished at least one half of their contract goals.
- Recipients having grant/contract compliance problems (i.e. Davis-Bacon, Acquisition/Relocation, etc.) must have addressed the problems to the satisfaction of Commerce.
- Recipients must be current with reporting requirements for Public Facilities grants (i.e., Semiannual Reports, Labor Standards Enforcement Reports, etc.).
- Recipients must be current with other Commerce programs (e.g., CDBG-Economic Development, Revolving Loan Fund, etc.).

#### I. Submission Requirements

Project Proposals may be submitted **at any time**. Applicants are limited to one grant per 12-month period. Submit two (2) copies of your proposal to:

Program Assistant  
Division of Community Development  
Wisconsin Department of Commerce  
201 West Washington Avenue  
P.O. Box 7970  
Madison, WI 53707

## II. SCORING SYSTEM

**Points Available:** Each applicant may receive up to 300 points. A minimum of 225 points must be met **to be considered** for funding. Points are allocated as follows:

Distress	75 Points
Need	100 Points
Utility Rates	25 Points
Leveraging	100 Points

#### A. Distress Scores (75 Points Maximum)

Commerce will provide the data and make the required calculations for distress. Applicants who wish to obtain the raw data and distress scores can do so by contacting the Program Assistant, 608/266-8934. Data used to calculate distress score is described below:

- Full Value Per Capita (1998) published by the Department of Revenue (DOR).
- Net Mill Rate (1998) published by the DOR.
- Median Household Income (1998) updated from the 1990 Census.

Calculations of Distress Scores of Counties: If the Project Proposal is targeted to one or several communities within a county, Commerce will use the population-weighted average of the distress scores of those communities. If the Project Proposal is countywide in impact, then the county's score will be used.

#### B. Need(s) (100 Points Maximum)

Project Proposal will be scored accordingly:

- 67-100 points will be awarded to projects that demonstrate that the public facilities project is needed to alleviate a significant existing problem. A significant existing problem may include urgent health and safety problems or other activities essential to the local government, residents or businesses in the community.
- 34-66 points will be awarded to projects that demonstrate that the public facilities project is needed to alleviate a moderately serious problem with a high probability of occurrence.

- 1-33 points will be awarded to projects that demonstrate that the public facilities project is needed to alleviate a less serious problem or a problem with a low probability of occurrence.

**C. Residential Utility Rates (25 Points Maximum)**

An eligible local government with high residential utility rates for water and sanitary sewer service shall receive the maximum score allowed in this category while an eligible local government with low residential utility rates will be scored accordingly. The Department may base its determination on the statewide average utility rate of the applications received in the previous 12-month period.

For an applicant without a residential utility rate, the maximum available points for its Project Proposal shall be 275 points.

**D. Leveraging (100 Points Maximum)**

Leveraging points are awarded when an applicant documents the availability of firm commitments for the balance of the project funding from creditworthy sources to ensure timely completion of the project.

Scores shall range from 100 points for a local government that proposes to leverage 1.5 or more dollars of non-CDBG funds for each dollar of CDBG funds to 0 points for a local government that proposes to fund a project solely with CDBG funds. Distress communities may be eligible for bonus points.

**III. OTHER CONSIDERATIONS**

**A. Impact**

Proposed activities that have a significant impact on the identified need that will directly affect the future growth of the community and that are appropriate and cost-effective are more likely to be funded.

**B. Project Planning**

Proposed activities that display adequate analysis and planning will receive favorable consideration. This also includes an applicant's prior planning of capital improvements and budgeting and ongoing maintenance plan of its Public Facility. Applicants that evidence efforts to maintain their facilities and to budget for future expenditures are more likely to be funded.

**C. Project Coordination**

Proposed activities that are coordinated with other local community and economic development efforts and that are likely to result in increased community vitality are more likely to get funded.

**D. Project Readiness**

Project Proposals that are ready to proceed when awarded the grant have a greater chance of being funded. The type of project proposed will also be taken into consideration when determining project readiness.

**E. Local Incomes and Affordability**

Applicants with high household incomes and/or that have substantial general obligation debt capacity remaining may not be funded or may have their grant reduced accordingly. For water and sewer projects, consideration is given to available funds in the Enterprise Statements for the applicant's utilities and also how much of the household's income is spent on water and sewer services. A guide in determining household need is no more than 3 percent of a household's income should be spent on water and sewer services. This figure is just a guide and other variables may come into play.

**F. Prior Awards**

Applicants that have received substantial CDBG funding from the Department in the past may not be funded or may have their grant requests reduced, depending on the applicant's ability to finance the project as well as the need for the project.

#### IV. PROCUREMENT OF PROFESSIONAL SERVICES

Engineering services or any other professional services contracted in excess of \$100,000 must comply with the Federal Procurement requirements. Recipients must take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible. Visit the following website addresses for more information.

The Department of Commerce Certified Minority Owned Business Firms  
<http://www.doa.state.wi.us/dsas/mbe>

The Department of Transportation Disadvantaged Business Enterprise Programs  
<http://www.dot.state.wi.us/dtid/odbe/dbe.html>

The City of Madison Targeted Business Directory  
<http://www.ci.madison.wi.us/affact/pubtoc.html>

There are two types of bidding procedures: competitive (selection based on factors other than price, such as experience and capacity) and non-competitive (selection based only on one source).

- A. Competitive bidding must incorporate the following:** 1) **Proposals must be solicited** from two or more qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement; 2) A Request for Proposal must be issued and publicized that identifies all the factors which will be used to evaluate submissions, including the importance that price or cost will play in the selection; 3) All Proposals received must be evaluated (a written method for evaluation that includes the significant factors to be used to determine the contract selection award should be prepared and publicized along with the request for proposal); 4) The award may be made to the bidder whose proposal would be most advantageous to the recipient, considering cost and other factors identified in the request for proposal; and 5) Unsuccessful bidders should be notified promptly.
- B. Noncompetitive bidding applies:** 1) If after solicitation from a number of sources, competition is determined to be inadequate; 2) If the items or services required are available only from one source; 3) If Commerce authorizes the noncompetitive method; or 4) If a public emergency will not permit a delay beyond the time needed to employ the competitive negotiation method.

**Note: A contractor performing other consultant services for the applicant is not an adequate justification for a noncompetitive negotiated award.**

## CDBG PUBLIC FACILITIES PROJECT PROPOSAL

**Has the proposed project been discussed in detail with Commerce staff prior to submittal?**

☐ Yes If yes, Please indicate staff's name \_\_\_\_\_ Date Discussed \_\_\_\_\_ ☐ No

**Will the proposed project commence within 90 days?** \_\_\_\_\_

**If no, please explain:** \_\_\_\_\_

**Have you checked to see if you have the latest version of this application?** ☐ Yes ☐ No

If No, please check the web page at <http://commerce.wi.gov/CD/CD-bcf-cdbg-pf.html> and click on Bulletin.

### I. PROJECT PROPOSAL COVER PAGE

#### APPLICANT (UNIT OF GOVERNMENT) INFORMATION

Applicant (Unit of Government)		Amount Requested* \$	Total Project Cost* \$ <small>* May be an estimate at this time.</small>
Project Type: i.e., Community Center, Water Main Replacement, etc.			Current Community Population
Chief Elected Official			Title
Community Website Address			CEO E-mail
City/Village Clerk			Clerk E-mail
Official Municipal Street/Mailing Address			Phone #
			FAX #
City	County	State, Zip Code	FEIN# (must be submitted)
Contact Person		Phone #	Title
Street/Mailing Address			Contact E-mail
City	County	State, Zip Code	Joint Application? Yes No <b>(Circle one)</b> If yes, list other unit(s) of Government:
Original Signature of Chief Elected Official		Date	

### GRANT WRITER

If anyone other than the applicant assisted in preparing this application, please provide the following information. The signatures of all preparers is required.		
Name of Preparer/Title/Company		
Street/Mailing Address	City	State, Zip Code
Original Signature of Preparer		Phone #
		FAX #
		E-mail



## 11.

1-3.)

Color photographs are required for documentation purposes.

Representative.

## TABLE OF CONTENTS

<u><b>Section</b></u>	<u><b>Page or Tab #</b></u>
Cover Page .....	1__
Checklist/Contents .....	2__
Eligibility Checklist .....	3__
Eligibility Documentation (if applicable)	
Urgent Local Need .....	_____
OR	
Slum and Blight Elimination .....	_____
OR	
Low- and Moderate-Income .....	_____
• Submit Survey Chart, if applicable.	
• Submit Survey Affidavit, if applicable.	
Budget Summary .....	_____
Detailed Construction Cost Estimates .....	_____
Engineering Budgets.....	_____
Citizen Participation Plan .....	_____
Needs Assessment (2 pages maximum) .....	_____
Documentation (6 pages maximum) .....	_____
Residential Utility Rates .....	_____
Leveraging .....	_____
Project Timetable .....	_____
Map(s).....	_____

### III. ELIGIBILITY

All proposed CDBG activities must address **one** of the three national objectives:

Urgent Local Need (ULN), Slum and Blight Elimination (SBE) or Low- and Moderate-Income (LMI).

#### A. National Objective I -- Urgent Local Need (ULN)

- ☐ **ULN** An urgent local need project is defined as one which meets **all three** of these tests. **If you are considering ULN, contact a Project Representative prior to submitting your Project Proposal.**

1. It is **required by an order** of a state agency, federal agency, or court of law, or it is necessary to address **an imminent public health, safety, or general welfare problem**.

Is this project required by an **official administrative order** of a state or federal agency? (Y/N)

- a. If yes, what agency issued the order?

\_\_\_\_\_

- b. Attach a copy of the agency order and any explanatory information.

Is this project required by a **court order or injunction**? (Y/N)

- a. If yes, what court issued the order?

\_\_\_\_\_

- b. Attach a copy of the court order and any explanatory information.

Is this project necessary to address **an imminent public health, safety, or general welfare problem**? (Y/N)

- a. Briefly identify the problem:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b. Attach documentation that verifies your claim.

2. The need arose or became urgent **within the past 18 months**.

Give the date you became aware of the Urgent Need or the date of the agency or court order. \_\_\_\_\_

3. The project is **beyond the ability of the applicant to finance**, that is, it would result in General Obligation (G.O.) debt in excess of 80 percent of the statutory limit **and** no other funding source is available to pay for the project. Complete the following section.

- a. Enter your community's G.O. debt limit last Dec. 31: \$ \_\_\_\_\_

- b. Multiply that amount by 0.8: \$ \_\_\_\_\_

- c. Enter your community's G.O. debt last Dec 31: \$ \_\_\_\_\_

- d. Subtract line c. from line b: \$ \_\_\_\_\_

If the **total project cost shown in the Program Budget Summary** is more than the amount on line "d," your community meets the debt limit criterion.

If your project does not meet the three requirements, then it does not meet the ULN National Objective.

e. Briefly explain why no other funds are available for this project.

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f. Enter the information requested on the affidavit below. Counties and townships applying on behalf of a sanitary district may use sanitary district debt.

**Have your local elected official complete and sign the following affidavit:**

"I, \_\_\_\_\_, attest that the \_\_\_\_\_  
(Name of Mayor/Village President/ Town Chairman) (Community Name)

has remaining general obligation debt capacity of \$ \_\_\_\_\_ and  
anticipate that the community will borrow \$ \_\_\_\_\_ towards this project.

\_\_\_\_\_  
(Signature of Mayor/Village President/Town Chairman)

\_\_\_\_\_  
(Date)

**B. National Objective II -- Slum and Blight Elimination (SBE)**

SBE A project that aids in the prevention or elimination of slums or blight may be eligible. It must meet a definition of slum, blighted, deteriorated, or deteriorating under federal or state law, or be necessary on a spot basis to eliminate specific conditions detrimental to public health and safety. If you think you have a possible project, please contact Project Representative for more information on the requirements.

### C. National Objective III -- Low- and Moderate-Income (LMI)

An applicant must be able to demonstrate that at least 51 percent of the beneficiaries will be low- or moderate-income, meaning that household income is below 80 percent of the median household income. Please check the appropriate box to indicate how you have addressed the LMI eligibility requirement.

- ☐ LMI by 2000 Census Data If your community is on the list of *Census Eligible Communities*, Appendix A, you are eligible to apply.
- ☐ LMI by Target Area Survey If the project is in a target area (an area of the community in which the project will directly benefit), you may conduct an income survey of that area. The target area must be at least 51 percent low- or moderate-income. **No rounding allowed.**

**Note:** After you have conducted an income survey, you must submit the survey results to the Department with the Project Proposal.

The CDBG Income Survey Guide is available at <http://www.commerce.wi.gov/CD/CD-bcf-cdbg-pf.html#survey> or contact the Program Assistant, 608/266-8934, for a hard copy. Please pay particular attention to the requirement of collecting data by racial and ethnic groups.

- ☐ LMI by Limited Clientele A project that primarily benefits "limited clientele" is automatically eligible. "Limited clientele" groups are:
- abused children
  - battered spouses
  - elderly persons\*
  - severely disabled adults\*
  - homeless persons
  - illiterate persons
  - migrant farm workers
  - persons with AIDS

\* Elderly persons are defined by HUD as the following: a) 65 years of age or older; or b) on Medicare; or c) on Social Security benefits.

\* **Severely disabled adult is defined by HUD as the following:** a) if a person uses a wheel chair or another special aid for six months or longer; b) are unable to perform one or more "functional activities" or need assistance with activities of daily life such as getting around the home, bathing, cooking, eating, and toileting. It includes seeing, hearing, have one's speech understood, lifting and carrying, walking up a flight of stairs, and walking; c) are prevented from working at a job or doing housework; or d) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation.

*Persons under 65 years of age and who are covered by Medicare or receive Social Security Income (SSI) are considered to meet the definition of "severely disabled."*

- ☐ LMI by Special Assessment A project that consists of paying special assessments levied against LMI persons is automatically eligible.

### IV. BUDGET SUMMARY

Instructions: In the "Project Activity" column, list all of the project component activities in detail, including separate figures for engineering and grant administration.

Check the box below to indicate eligibility based on either "LMI" for Low- and Moderate-Income, "ULN" for Urgent Local Need, or "SBE" for Slum and Blight Elimination for your proposed project.

- ☐ ULN  
☐ SBE  
☐ LMI

In the "CDBG \$ Amount" column, enter the grant request for each activity listed.

In the "Matching Funds" column, enter the amount for each activity listed.

In the "Total" column enter the total project cost for each row and each column.

**CDBG funds for Administration are usually limited to \$6,000 and must be matched at least dollar-for-dollar. Administration funds considered excessive may be cut from the project and will affect the leveraging point calculation.**

Project Activity	CDBG \$ Amount	Matching Funds	Total
1.			
2.			
3.			
4.			
5. Engineering			
6. Administration			
<b>Total</b>			

## V. DETAILED CONSTRUCTION COST ESTIMATES

List the specific costs for each project component in the appropriate measurement. I.e. "\$X" amount \_\_\_\_\_ per square feet, linear feet, etc. If this information already exists in a report or in some other document, you can use it to substitute the following by submitting a copy of the page(s).

Detailed Construction Costs	

## VI. ENGINEERING BUDGETS

Complete the following budget. Amounts for Engineering/Architectural services that are greater than the guidelines below will not be funded by CDBG and will not be counted as matching funds without Commerce approval.

- A. Engineering/Architectural Budget** Engineering costs vary, depending on the size and nature of the project, but should not be more than 18 percent of construction costs except for complicated projects. If you use CDBG and/or matching funds for engineering, Commerce

reserves the right to adjust the CDBG award amount based on its experience and cost comparisons. All engineering costs shall be shown here and on the engineering line of the Budget Summary. Legal and real estate acquisition costs should be shown separately. Include an amount for at least the following:

Design	\$ _____
Construction Supervision	\$ _____
Other (specify)	\$ _____
_____	
_____	
TOTAL ENGINEERING AND/OR ARCHITECTURAL	\$ _____

- B. Contingencies** Contingency allowances vary depending on the nature of the project and whether the estimates are preliminary or final. Contingencies should not be more than 10 percent of construction costs and should be less if required by other agencies.

## **VII. CITIZEN PARTICIPATION PLAN**

Citizen participation is required by Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended. If you have not already done so, the applicant must adopt a Citizen Participation Plan (CPP), hold the initial meeting and submit the CPP, adopting resolution and meeting minutes with your project proposal application materials. A draft plan and adopting resolution are provided on the following pages. A plan must be adopted and implemented before the Department may enter into an award contract with the applicant.

If the applicant has adopted a CPP from a previous grant application, then simply implement the plan and submit minutes of the initial meeting as described in the plan. The minutes should include a list of attendees, the time and place of the meeting, topics of discussion, and evidence that attendees were advised of other housing, public facility and economic development activities that can be assisted with Community Development Block Grant dollars. Furthermore, the applicant must evidence attendees were advised that they can change the application proposal in response to local demand or can apply for funding for other suggested activities at a later date.

# CITIZEN PARTICIPATION PLAN

## Community Development Program

### **PURPOSE**

In order for the Community Development Program to operate effectively and to address the needs of the citizens of \_\_\_\_\_, the entire population must be kept informed. The decision-making process must be open and consistent with state and federal regulations. To accomplish this, the following plan will be followed:

### **PROGRAM OVERSIGHT**

1. The \_\_\_\_\_ or its appointed designee administers the  
*(Name of Appropriate Committee or Person)*  
Community Development Program and the Citizen Participation Plan.
2. To insure responsiveness to the needs of its citizens, the \_\_\_\_\_ or  
*(Same as Above)*  
its appointed designee or responsible party shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas and/or target neighborhoods in which a Community Development Program will be concentrated.

### **NOTICES OF HEARINGS**

Official notice of hearings will be by public notice in the official newspaper two (2) weeks preceding the hearing. In addition, the public notice shall be posted at \_\_\_\_\_. These notices will include time, place, and date of meeting, as

*(Town, Village, or City Hall)*

well as a brief agenda. Notices printed in the newspaper in small print are not acceptable, they shall be in the format of an ad.

### **REQUIRED PUBLIC HEARINGS**

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the Community Development Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen views and provide an explanation of Community Development needs including discussion of housing, public facilities and economic development needs. Community goals and strategies should be reviewed including timetables, possible displacement, eligible activities and citizen views. A summary of proposed activities shall be included in the minutes of the hearing and **must be submitted to Commerce with the Project Proposal**. Emphasis must be given to the point that activities other than the proposed activity are eligible and may be applied for in place of the proposed activity or at a later date.
2. The second public hearing will receive citizen views and provide a review of program performance.
3. The first public hearing shall be held during the development of a pre or final application for funds. The second public hearing shall be held during the implementation of the program.

## **PROGRAM INFORMATION/FILES/ASSISTANCE**

1. To the degree that time and staff allow, technical assistance will be provided to any local government that requests information about program requirements.
2. The responsible party will maintain, in the official office of local government, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance for developing application proposals or changes to proposals. The responsible party will respond to all such requests to the degree that time and staff allows.

## **COMPLAINTS**

The responsible party will handle citizen complaints about the program in a timely manner. The responsible party will respond in writing to all written letters of complaint within 15 days where practicable. The first contact for complaints should be made to the responsible party at the official office of local government and then to the chief elected official.

In addition to the above procedure, any citizen may submit a written complaint directly to the following address:

**Department of Commerce  
Division of Community Development  
Bureau of Community Finance  
P. O. Box 7970  
Madison, WI 53707**

## **OTHER SPECIAL PROVISIONS**

The responsible party will make special efforts to assure equal opportunity in the citizen participation process for non-English speaking persons and handicapped persons.



## RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the \_\_\_\_\_ has applied for a Community Development  
(Community Name)  
Block Grant; and

WHEREAS, the State of Wisconsin Department of Commerce and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low- to moderate-income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings and provide for a complaint procedure; and

WHEREAS, the \_\_\_\_\_ has prepared and publicly reviewed a Citizen  
(Community Name)  
Participation Plan;

NOW THEREFORE BE IT RESOLVED that the \_\_\_\_\_ officially adopts  
(Community Name)  
the Citizen Participation Plan.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_,  
(Day) (Month) (Year)

Approved:

\_\_\_\_\_

Attest:

\_\_\_\_\_

## **VIII. NEEDS ASSESSMENT**

**In two pages or less**, describe the need for your proposed project. See Appendix D for project criteria sheets. Include the following in your narrative:

- Statement of the problem.
- Description of both the impact of the problem and the proposed solution on the community and/or target area.
- Explanation of past efforts addressing the identified problem.
- List of possible alternatives to solve the problem.
- Which alternative is being proposed?
- List any other past improvements completed in the community.
- Explain how the proposed activity will directly influence the vitality of the community and future economic growth (i.e. additional taxbase, revenues, private investment).

## **IX. DOCUMENTATION**

**In six (6) pages or less**, document the problem. Documentation may include:

- Engineering reports
- Color photos
- Video tapes
- Letters of complaint
- Newspaper articles
- Agency or Court orders
- Minutes of public meetings

## X. APPLICANT CAPACITY

### A. RESIDENTIAL UTILITY RATES

Check all that apply:

- ☐ Check here if you have **no** municipal water and sanitary sewer services.
- ☐ Check here if you have municipal **water** service.
- ☐ Check here if you have municipal **sanitary sewer** service.
- ☐ Check here if you are installing an entirely **new** water or sanitary sewer system.
- ☐ Check here if you are applying on behalf of a **sanitary district**. If so, how many households in the community does the sanitary district serve? \_\_\_\_\_
- ☐ There are \_\_\_\_\_ (number) paying residential households in the community/ target area.

Have a responsible party complete and sign the following affidavit:

"I, \_\_\_\_\_, attest that the \_\_\_\_\_  
(Name of Mayor/Village President/Town Chairman) (Community Name)

received \$ \_\_\_\_\_ from residential users of community water and/or sanitary sewer services in the preceding calendar year.\* This sum was collected through a residential user billing process and does not include any property tax, revenue from commercial, industrial or public utility accounts or any other miscellaneous receipts."

\_\_\_\_\_  
(Signature of Mayor/Village President/Town Chairman)

\_\_\_\_\_  
(Date)

\*Source of Information: \_\_\_\_\_

Will the community increase the utility rates? \_\_\_\_\_ If so, by how much? \_\_\_\_\_ / \_\_\_\_\_ (Indicate the amount **with** the awarding of the requested CDBG grant amount and the amount of the increase **without** the awarding of the grant). This amount should be water and sewer rates per household (of 4) per year.

**For those applicants who are applying for a water and/or sewer project please include with your application a copy of your Enterprise Fund (water and sewer utility) Statement that appears in your most recent audit. Also submit any Notes to Financial Statements, Internal Control Reports and Management Letters if they were issued with your last audit. Also include a breakdown of the number of users for sewer by: Residential, Commercial, Industrial, Public and Other Revenue. The submission of this document will not count against the page limitations established for this application.**

### B. GENERAL OBLIGATION DEBT

Complete the following section and answer the following questions.

- a. Enter your community's G.O. debt limit last Dec. 31: \$ \_\_\_\_\_
- b. Enter your community's G.O. debt last Dec. 31: \$ \_\_\_\_\_
- c. Subtract line b. from line a: \$ \_\_\_\_\_
- d. Enter the community's future debt commitments (total): \$ \_\_\_\_\_
- e. Briefly explain what other funds were investigated to fund this project and why no other funds are available for this project.  
\_\_\_\_\_

## XI. LEVERAGING

A project's leveraging score is determined by the amount of other funds the applicant obtains relative to the CDBG funds requested. In addition to funding from other agencies, local financial participation shall originate from local revenues and not from other grants provided by the federal or state government. Leveraging may include: grants from the Department of Transportation (DOT), United States Department of Agriculture (USDA) Rural Development (RD), Department of Natural Resources (DNR) Clean Water Fund (CWF), and any other gift or loan. Maximum leveraging points will be assigned to a local government that proposes to leverage 1.5 or more dollars of non-CDBG funds for each dollar of CDBG funds.

**Minimum local financial participation of at least 10 percent of the total project cost is required.**

This requirement may be waived by the Department if the Department determines one or more of the following: 1) A particular urgency exists due to a serious and immediate threat to the safety, health and welfare of the community; 2) Other financial resources are not available to meet such needs; and 3) The specific project is located in a high distressed area.

### A. Bonus Points

An applicant that matches at least \$1.00 of match funds to \$1.00 of CDBG funds may be eligible for bonus points. An applicant that does not match \$1.00 of match funds to \$1.00 of CDBG funds is NOT eligible for bonus points. Thus, **do not complete the table below.**

Up to 33 bonus points may be awarded if the community's median household income (MHI) is below the statewide MHI. Bonus points shall range from one (1) point for an applicant whose MHI is 1 percent below the statewide MHI to 33 points for an applicant whose MHI is 50 percent or more below the statewide MHI. The current statewide MHI is \$43,791.

You will find your Community's 2000 MHI at: [www.commerce.wi.gov/CD/CD-bcf-cdbg-pf.html](http://www.commerce.wi.gov/CD/CD-bcf-cdbg-pf.html) or you can call (608) 266-8934.

To calculate your bonus points, complete the table below, following the example. **The maximum number of bonus points is 33.** The maximum leveraging score is 100 points. The table on the following page illustrates percentages of match and grant funds for the project in order to obtain certain points.

**Example:** A community with a MHI 17 percent below the State median will receive 11 bonus points.

EXAMPLE		PLEASE COMPLETE	
1) Current Wisconsin MHI.	\$43,791	1) Current Wisconsin MHI.	\$43,791
2) Current applicant MHI.	\$36,346	2) Current applicant MHI.	\$
3) Subtract line 2) from line 1).	\$7,445	3) Subtract line 2) from line 1).	\$
4) Divide line 3) by line 1).	0.17	4) Divide line 3) by line 1).	
5) Multiply line 4) by 67.	11 bonus points	5) Multiply line 4) by 67.	

**PERCENTAGE OF MATCH AND GRANT FUNDS NEEDED FOR POINT LEVELS**

<b>Match Percentage of Project \$</b>	<b>Grant Percentage of Project \$</b>	<b>Points</b>
60.00%	40.00%	100
59.75%	40.25%	99
58.50%	40.50%	98
59.25%	40.75%	97
59.00%	41.00%	96
58.75%	41.25%	95
58.50%	41.50%	94
58.25%	41.75%	93
58.00%	42.00%	92
57.75%	42.25%	91
57.50%	42.50%	90
57.25%	42.75%	89
57.00%	43.00%	88
56.50%	43.50%	87
56.25%	43.75%	86
56.00%	44.00%	85
55.75%	44.25%	84
55.50%	44.50%	83
55.25%	44.75%	82
54.75%	45.25%	81
54.50%	45.50%	80
54.25%	45.75%	79
54.00%	46.00%	78
53.50%	46.50%	77
53.25%	46.75%	76
53.00%	47.00%	75
52.50%	47.50%	74
52.25%	47.75%	73
51.75%	48.25%	72
51.50%	48.50%	71
51.25%	48.75%	70
50.75%	49.25%	69
50.50%	49.50%	68
50.00%	50.00%	67
49.75%	50.25%	66
49.25%	50.75%	65
49.00%	51.00%	64
48.50%	51.50%	63
48.00%	52.00%	62
47.75%	52.25%	61
47.25%	52.75%	60
46.75%	53.25%	59
46.50%	53.50%	58
46.00%	54.00%	57
45.50%	54.50%	56
45.00%	55.00%	55
44.75%	55.25%	54

<b>Match Percentage of Project \$</b>	<b>Grant Percentage of Project \$</b>	<b>Points</b>
44.25%	55.75%	53
43.75%	56.25%	52
43.25%	56.75%	51
42.75%	57.25%	50
42.25%	57.75%	49
41.75%	58.25%	48
41.25%	58.75%	47
40.75%	59.25%	46
40.25%	59.75%	45
39.50%	60.50%	44
39.00%	61.00%	43
38.50%	61.50%	42
38.00%	62.00%	41
37.25%	62.75%	40
36.75%	63.25%	39
36.00%	64.00%	38
35.50%	64.50%	37
34.75%	65.25%	36
34.25%	65.75%	35
33.50%	66.50%	34
33.00%	67.00%	33
32.25%	67.75%	32
31.50%	68.50%	31
30.75%	69.25%	30
30.00%	70.00%	29
29.25%	70.75%	28
28.50%	71.50%	27
27.75%	72.25%	26
27.00%	73.00%	25
26.25%	73.75%	24
25.25%	74.75%	23
24.50%	75.50%	22
23.75%	76.25%	21
22.75%	77.25%	20
21.75%	78.25%	19
21.00%	79.00%	18
20.00%	80.00%	17
19.00%	81.00%	16
18.00%	82.00%	15
17.00%	83.00%	14
16.00%	84.00%	13
14.75%	85.25%	12
13.75%	86.25%	11
12.50%	87.50%	10
11.50%	88.50%	9
10.25%	89.75%	8
10.00%	90.00%	7

**B. Identification of Matching Funds**

In **column (1)** of the chart below, list each source of matching funds. Examples of sources are: your budget, general obligation or revenue, replacement fund, donations (name source), bonding, a bank loan (list bank), or a loan or grant from another funding source such as Department of Natural Resource's (DNR) Clean Water Fund (CWF) or United States Department of Agriculture (USDA) Rural Development (RD).

In **column (2)**, list the exact amount from each source of matching funds.

In **column (3)**, list the date of commitment.

<b>IDENTIFICATION OF MATCHING FUNDS</b>		
(1) Source of Matching Funds (your budget, bonding, general obligation, revenue, a bank loan (which bank), donation (from whom) or a loan)	(2) Amount	(3) Date of Commitment*
1.		
2.		
3.		
4.		
5.		
<i>*If you are unable to secure matching funds by the date when you submit the Project Proposal, provide an explanation here. If any matching funds are from another state or federal agency, please identify the person with that agency familiar with your application for their funds. Also include in this box their phone number. They may be contacted regarding availability of funds and when they will be released.</i>		

You may claim as matching funds (**not CDBG funds**) engineering and design expenses for the proposed project incurred within the last 12 months. These expenses must be documented by bills and invoices that may be requested by the Department. Eligible engineering and design expenses are limited to those reports or plans that finalize all design work and have prepared the project for implementation. The amount that may be credited is limited to 18 percent of total project costs and the Department reserves the right to adjust the amount credited depending on the size and scope of the project.

In the table below, list the engineering and design expenses contracted and paid for during the 12-month period prior to the date of this project proposal.

Vendor Name	\$Amount	Date Contracted	Date Paid	Product

## XII. PROJECT TIMETABLE

CDBG contracts will be written for an 18-month contract period (**Construction can not begin until the community has received an Award Letter signed by the Department's Secretary, all environmental compliance regulations have been addressed, and the most recent Davis-Bacon federal wage rates are incorporated into the construction contract**). On one page, please outline a schedule for your project using six-month intervals ending at the end of March and September and identify measurable benchmarks. The following are typical contract benchmarks **that will be needed in the future** for grant administration.

### A. Contract Benchmarks:

- Set up grant files and financial accounts.
- Secure engineering and administrative services.
- Complete environmental review.
- Complete design specifications.
- Request wage rates.
- Obtain all necessary permits.
- Prepare and solicit construction bids.
- Award contract.
- Commence construction.
- Complete all construction work.
- 2<sup>nd</sup> citizen participation meeting.
- Fair Housing Event.
- Schedule audit.

### B. Project Readiness

1. Have you completed the engineering and design specifications for this project? If not, when will the design work be completed?
2. When will matching funds be available for this project?
3. Are there any other impediments that would prevent the implementation of the project or construction start within 90 days of the date of the CDBG Award letter?
4. Does the community have a Capital Improvement Plan? \_\_\_\_\_ If so, please submit with the application.
5. Does the community have any TIF's in place? \_\_\_\_\_ If so, is there capacity remaining to create another TIF? \_\_\_\_\_.

## XIII. MAP

Include a map of your community's jurisdictional boundaries. Clearly identify the location of the proposed activities. Include boundaries of target areas in which CDBG-funded activities will be concentrated. Show the service areas of these activities, where appropriate. Also show the location and nature of prior CDBG-funded activities. Indicate which direction is north. Insert the map (or maps) following this page. The map must be large enough so **that street names and scales are readable**. Make sure that the activities shown on the map correspond to the narrative in the Needs Assessment.

Examples: For a water main replacement project, you need indicate only the location and sizes of the mains. For a storm sewer project, indicate where improvements will be made. Since these improvements may drain areas beyond the project site, indicate the boundaries of the drainage basin and the direction of the flow. For a sanitary sewage lift station, indicate the service area and direction of the flow.

# APPENDIX A

## CENSUS ELIGIBLE COMMUNITIES 2000 Census Low- and Moderate-Income Data By City, Village, Town and County

COMMUNITY		%LM	COMMUNITY		COMMUNITY %LMI			
Adams Co.	Adams, C.	58.7	Chippewa Co.	Auburn,T.	52.9	Douglas Co.	<u>Cloverland, T.</u>	51.5
	Big Flats, T.	54.4		Cleveland, T.	55.8			
	Easton, T.	58.3		Cornell, C.	51.2			
	Friendship, V.	58.2		Edson, T.	54.5	Dunn Co.	Ridgeland, V.	57.0
	Lincoln, T.	54.5		Lake Holcombe, T.	54.1		Wheeler, V.	52.0
	New Chester, T.	55.5		New Auburn, V.	57.1		<u>Wilson, T.</u>	52.9
	Quincy T.	57.6		Ruby, T.	60.1			
	Richfiled T.	51.2		Sampson, T.	54.8			
	<u>Strongs Prairie, T.</u>	53.4		<u>Stanley, C.</u>	54.1			
Ashland Co.			Clark Co.	Butler, T.	53.7	Eau Claire Co.	Augusta, C.	58.2
	Gordon, T.	64.2		Curtiss, V.	61.3		Bridge Creek, T.	58.5
	Jacobs, T.	62.4		Dewhurst, T.	52.2		Fairchild, V.	67.5
	Marengo, T.	58.6		Foster, T.	61.4		<u>Fairchild, T.</u>	55.9
	Sanborn, T.	65.0		Fremont,T.	51.2			
	<u>Shanagolden, T.</u>	59.1		Granton, V.	55.5	Florence Co.	Fence, T.	53.0
				Hendren,T.	53.7		Long Lake, T.	59.6
Barron Co.	Almena, V.	62.8		Hixton,T.	55.0		<u>Tipler, T.</u>	58.5
	Arland, T.	51.1		Hoard, T.	53.6			
	Dallas, V.	52.3		Levis,T.	56.4			
	<u>Turtle Lake, V.</u>	54.8		Longwood,T.	55.1	Forest Co.	Alvin, T.	67.1
				Loyal, C.	55.3		Crandon, C.	61.4
Bayfield Co.	Barnes, T.	56.0		Lynn, T.	52.1		Nashville, T.	58.1
	Clover, T.	61.7	Mead, T.	52.2	Popple River, T.		56.4	
	Grandview, T.	65.0	Owen, C.	55.3	<u>Ross, T.</u>	51.5		
	Kelly, T.	53.0	Reseburg,T.	55.6				
	Lincoln, T.	56.8	Seif,T.	61.4	Grant Co.	Beetown, T.	52.6	
	Mason, V.	61.1	<u>Washburn,T.</u>	51.3		Bloomington, T.	63.8	
	Namakagon, T.	62.0				Boscobel, C.	52.5	
	Port Wing, T.	52.1	<u>Scott, T.</u>	55.1		Cassville, V.	54.2	
	Russell, T.	73.3				Glen Haven, T.	56.4	
	<u>Tripp, T.</u>	52.1	Clayton, T.	63.1		Hickory Grove, T.	51.1	
Burnett Co.			Gays Mills, V.	58.8		Marion, T.	56.9	
	Gilmanton, T.	55.8	Haney, T.	60.0		Muscoda, T.	52.8	
	Nelson, V.	55.0	Lynxville, V.	54.5		Patch Grove, V.	55.3	
	Blaine, T.	54.6	Mount Sterling, V.	55.3		Wingville, T.	61.5	
	Dewey, T.	60.1	Soldiers Grove, V.	54.0	<u>Wyalusing, T.</u>	54.7		
	La Follette, T.	57.0	<u>Utica, T.</u>	57.5				
	Siren, V.	59.7			Iowa Co.	Avoca, V.	59.4	
	Swiss, T.	55.4	Dane Co.	Ederton, C.		58.5	Cobb, V.	54.0
	Union,T.	54.3		<u>Rockdale, V.</u>		61.8	Livingston, V.	76.9
	<u>Webster, V.</u>	53.1					Muscoda, V.	67.9
				<u>Rewey, V.</u>		76.9		



Iron Co.	<b>COMMUNITY</b>	<b>%LMI</b>	Marquette Co.	<b>COMMUNITY</b>	<b>%LMI</b>	Polk Co.	<b>COMMUNITY</b>	<b>%LMI</b>
	Anderson, T.	65.2		Mecan, V.	53.2		Centuria, V.	52.8
	Hurley, C.	61.4		Newton, T.	52.2		Clayton, V.	60.2
Jackson Co.	<u>Montreal, C.</u>	<u>53.9</u>	Menominee Co.	<u>Westfield, V.</u>	<u>57.8</u>	Portage Co.	Frederic, V.	54.2
	Bear Bluff, T.	53.3					Lorain, T.	61.9
	Merrillan, V.	57.3		<u>Menominee, T.</u>	<u>64.8</u>		Milltown, V.	53.3
Jefferson Co.	<u>Taylor, V.</u>	<u>73.1</u>	Monroe Co.			Price Co.	<u>Turtle Lake, V.</u>	<u>56.8</u>
				Cashton, V.	53.4		Alban, T.	54.7
	<u>Whitewater, C.</u>	<u>68.9</u>		Clifton, T.	60.0		Junction City, V.	52.6
Juneau Co.	Finley, T.	54.7	Oconto Co.	Jefferson, T.	55.9	Richland Co.	Pine Grove, T.	59.9
	Germantown, T.	52.6		Melvina, V.	62.9		<u>Stevens Point, C.</u>	<u>51.2</u>
	Hustler, V.	56.5		Scott, T.	69.3	Rusk Co.		
Lafayette Co.	Kingston, T.	60.3	Oneida Co.	Sheldon, T.	57.5		Catawba, V.	54.7
	Lyndon Station, V.	60.7		Warrens, V.	56.4		Catawba, T.	56.2
	Necedah, V.	52.2		<u>Wilton, T.</u>	<u>66.6</u>	St. Croix Co.	Hackett, T.	54.3
Langlade Co.	Summit, T.	51.5	Outagamie Co.	Doty, T.	52.4		Hill, T.	52.9
	<u>Wonewoc, V.</u>	<u>59.1</u>		Lena, V.	53.4		Kennan, T.	55.1
				Mountain, T.	53.8	Trempealeau Co.	Knox, T.	53.3
Lincoln Co.	<u>Shullsburg, T.</u>	<u>51.4</u>	Ozaukee Co.	<u>Suring, V.</u>	<u>52.7</u>		Ogema, T.	57.9
	Ainsworth, T.	59.0					<u>Spirit, T.</u>	<u>62.5</u>
	Elcho, T.	52.7	Outagamie Co.	Lynn, T.	54.5	St. Croix Co.	Bloom, T.	59.1
Marathon Co.	Langlade, T.	58.5		Monico, T.	57.6		Henrietta, T.	52.2
	Summit, T.	64.8		Piehl, T.	54.7	Trempealeau Co.	Richland Center, C.	55.9
	<u>White Lake, V.</u>	<u>54.1</u>	Pierce Co.	Rhineland, C.	51.8		<u>Yuba, V.</u>	<u>62.0</u>
Marinette Co.	<u>Somo, T.</u>	<u>60.3</u>		<u>Schoepke, T.</u>	<u>61.2</u>	Trempealeau Co.		
	Abbotsford, C.		Ozaukee Co.				Atlanta, T.	51.5
	Brighton, T.	51.9		Bear Creek, V.	53.2		Big Bend, T.	52.1
Marathon Co.	Colby, C.	54.3		<u>Nichols, V.</u>	<u>56.0</u>	Trempealeau Co.	Bruce, V.	55.3
	Holton, T.	56.6	Pierce Co.				Conrath, V.	55.7
	<u>Johnson, T.</u>	<u>52.7</u>		<u>Newburg, V.</u>	<u>62.9</u>		Glen Flora, V.	61.0
Marinette Co.	Amberg, T.	53.1	Pierce Co.			Trempealeau Co.	Hawkins, T.	53.8
	Athelstane, T.	51.1		Ellsworth, V.	51.1		Ingram, V.	72.7
	Beecher, T.	54.0		Elmwood, V.	60.1	Trempealeau Co.	Lawrence, T.	53.9
Marinette Co.	Crivitz, V.	63.3	Pierce Co.	Maiden Rock, V.	51.1		Marshall, T.	56.5
	Goodman, T.	54.9		Plum City, V.	58.7		Murry, T.	51.1
	Silver Cliff, T.	51.7		Rock Elm, T.	60.7	Trempealeau Co.	Rusk, T.	52.7
Marinette Co.	<u>Wausaukee, V.</u>	<u>56.2</u>		Spring Valley, V.	59.6		Sheldon, V.	66.7
				<u>Union, T.</u>	<u>70.7</u>		Strickland, T.	62.7
						Trempealeau Co.	Tony, V.	66.7
Marinette Co.			Pierce Co.				True, T.	58.3
							Weyerhaeuser, V.	61.9
						Trempealeau Co.	Wilkinson, T.	63.8
Marinette Co.			Pierce Co.				Willard, T.	61.1
							<u>Wilson, T.</u>	<u>59.4</u>
						Trempealeau Co.		



## APPENDIX B

### SURVEY CHART

Tabulate the survey results on a blank survey instrument. Include the total number of responses of all LMI and non-LMI persons. The surveys will be reviewed during the monitoring of the project. Commerce may also randomly select applicants to submit their surveys for review.

1. When was the survey data collected? \_\_\_\_\_
2. The survey was:      ☐ All of target area                      ☐ Random sample of target area (Before doing so, you must submit the methodology to Commerce for approval).
3. How many housing units (including vacant units) are:
  - a. If appropriate, in the target area? \_\_\_\_\_ occupied \_\_\_\_\_ vacant
  - c. If appropriate, in the random sample? \_
4. How many completed responses were obtained? \_\_\_\_\_
5. How many completed LMI responses were obtained? \_\_\_\_\_
6. Are the completed survey questionnaires on file with the applicant? \_\_\_\_\_
7. Can respondents be identified by a limited geographic area (e.g., address, block, census tract, target area, or pre-identified and limited area)?

If there has been significant changes to the local economy since the 1990 Census, please explain below:

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## APPENDIX C

### SURVEY AFFIDAVIT

If you have conducted a survey, **have the chief elected official complete and sign the following affidavit:**

I hereby certify that the attached survey results were obtained in a survey conducted

on \_\_\_\_\_ in  
(Date)

the \_\_\_\_\_ of \_\_\_\_\_  
(City/Village/Town) (Community Name)

The survey results were \_\_\_\_\_ (number of LMI beneficiaries served). Since the time the survey was conducted there have been no significant changes to the local economy that would affect its validity, therefore it is my opinion that the percentage of low and moderate income households reported in the survey is accurate.

\_\_\_\_\_  
(Signature of Mayor/Village President/Town Chairman)

\_\_\_\_\_  
(Date)

## APPENDIX D

All Project Proposals must describe and document needs and describe the activities proposed to address those needs as explained. More specifically, applicants need to address the following:

1. **Identify the deficiencies.** How does the deficiency you are proposing to remedy affect the community's economic growth prospects?. Be precise in describing the problem, including location, age, condition, capacity, impact on users, and other relevant concerns specific to the need being addressed and the project being proposed.
2. **Describe** how the deficiency affects public health and safety or other activities essential to the local government, its residents and businesses. Specifically describe how the proposed activity will position the community for future growth, vitality and development, including stimulating private investment, increased economic activity, and expanded taxbase.
3. In all cases, describe the **means of resolving the problem**, including size, design, capacity, location and other relevant data specific to the proposed facilities or improvements.
4. **Document the deficiencies** described above. Documentation must verify the claims made in response to questions 1 and 2 above, but must be **brief**. Include only pages that document the problem. Examples include: excerpts from letters from funding agencies, samples from surveys and studies, sample photographs, petitions, newspaper articles, and sample letters from local residents or employees. **Do not include** complete architectural or deficiency reports.
5. Has the community considered coordinating the delivery of the service with adjacent units of government? Please explain. The coordination of services with adjacent governments strengthens a proposal.
6. In addition to completing the Budget Table in this application, describe other funding sources pursued, including borrowing and/or issuing of a revenue bond or creation of a TIF district. Creative financing is encouraged. Also identify any private dollars that will be invested in the proposed activity.